



## Senior Development Coordinator Job Posting

Venceremos was founded by Magaly Licolli, and a group of Latina poultry workers in Arkansas, who have been struggling for years to fight for better working conditions. On October 1, 2019 Venceremos was publicly launched as the only worker- based grassroots organization in Arkansas that works to protect the fundamental human rights of poultry workers to achieve long-term systemic change in the poultry industry.

We are a constituent-based organization committed to the leadership of those most impacted. Since its inception, poultry workers have been key to the development of the mission and vision. Venceremos seeks to spearhead adaptation of the Worker-driven Social Responsibility (WSR) model to the poultry supply chain. Successful implementation of WSR will address longstanding abuses faced by low-wage, predominantly female workers in otherwise isolated poultry processing plants.

### POSITION SUMMARY

Venceremos is seeking a Senior Development Coordinator to be part of our small team. This person will have the opportunity to work across all aspects of fundraising, comes with fundraising experience, grassroots organizing experience is a plus, and a desire to take ownership, build systems, and ensure smooth operations. The incumbent will have a “can-do” attitude, be proactive, and demonstrate the ability to work independently.

### RESPONSIBILITIES

The Development Coordinator is a new role, and the responsibilities will evolve over time to provide opportunities to deepen support for the team, and to learn and grow. Regular responsibilities include:

- **Development Research & Support**
- Identify new potential donors and capture key information to prepare for outreach.
- Schedule prospect visits; support predisposition, research, visit preparation, and follow-up activities.
- **Development Support Systems**
  - Assess and refine fundraising support processes, including capturing donor information, acknowledgments, and board support.
- **Grant Writing and Support**
  - Work with the Executive Director to plan and write grant proposals and reports, and coordinate budgets.
- **Data Entry & Reporting**
  - Own high-quality and timely data entry, gift processing and reporting; manage follow-up activities.
- **Stewardship Support**
  - Assist in nurturing relationships with existing supporters and partners, including: tracking, reporting, acknowledgments, and annual giving processes.
- **Event Support**
  - Handle fundraising event opportunities, coordinating with supporters, and managing logistics as needed.
- **General Support**
  - Provide administrative support as needed, such as coordinating travel, scheduling, and related tasks.
  - Coordinate and schedule board meetings; capture meeting minutes and manage document sharing with members.

**QUALIFICATIONS**

- At least three years related experience in community organizations providing support in a fundraising environment; customer service and/or office support experience a plus.
- Be fully English/Spanish bilingual with professional writing skills in English.
- Demonstrated experience managing projects and responsibilities from inception, to completion.
- Demonstrated written communications skills within related environments including: communications, public relations, journalism, or fundraising.
- A process thinker with a passion for identifying and implementing efficiencies to processes.
- Possess a commitment to working in a horizontal structure and an ability to create and carry out your own work-plan and schedule, ability to embrace ambiguity, be creative with resources, and identify and present solutions for gaps.
- Demonstrated attention to detail, ability to multi-task, manage competing priorities, create efficient systems and meet deadlines.
- Demonstrated excitement for the work as well as ability to be motivated, responsible, trustworthy, flexible and humble.
- Strong interpersonal skills and empathetic relationship builder and commitment to work against all forms of oppression and towards collective liberation.

**SALARY AND BENEFITS**

The salary range for this position is \$40,000-\$45,000 dependent upon experience and qualifications. This position is eligible a full benefits package, including 100% employer paid medical coverage for the employee and 90% medical coverage for dependents; 100% employer paid coverage for vision, dental, life/AD&D, long-term disability. NEO Philanthropy, fiscal sponsor, also offers a 401K retirement savings plan, Healthcare Reimbursement Arrangement (HRA), Medical FSA, Dependent Care FSA, commuter benefits, Employee Assistance Program, other supplemental benefits

**Location**

This is a full-time position is located in Springdale, AR.  
We are flexible to work remotely during the pandemic.

**Contact and Further Information:**

If this profile truly speaks to you, please send an email that explains why (not a standard cover letter!) and your resume to [magaly.venceremos@gmail.com](mailto:magaly.venceremos@gmail.com)

**Preference will be given to applications submitted before April 26<sup>th</sup>, 2021, but applications will be accepted on a continual basis until the position is filled.**